



## Committee of the Whole

June 3, 2025

9:00 a.m.

Council Chambers, Town Hall

359 Main Street

### Agenda

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#### Call of Order and Land Acknowledgement

##### 1. Approval of Agenda

##### 2. Declarations of Conflicts of Interest

##### 3. Approval of Minutes

- a. Committee of the Whole Minutes, May 6, 2025
- b. Committee of the Whole In Camera Minutes, May 6, 2025

##### 4. Presentations

- a. Julia Merritt, AVRL CEO - Library Operations & Provincial Library Funding Review
- b. Jennifer Uhlman and David Steele, Reservoir Park Funding Request

##### 5. Public Comment

PLEASE NOTE:

- *Reminder to all speakers that the Town conducts its business with the seven sacred teachings in mind, truth, honesty, love, courage, respect, wisdom and humility.*



- *Members of the public participating in public input sessions will conduct themselves in a manner that is respectful to the public, council and staff. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.*
- *You have up to 5 minutes to make comments and provide feedback. Comments are to be directed to the Chair.*
- *If appropriate, responses to input and/or questions will be responded to in a future CAO Report.*
- *Any questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.*

## **6. Staff Reports for Discussion**

- a. RFD 024:2025 Support for Volunteer-led Reservoir Park Project
- b. RFD 023-2025: Off leash Dog Approach for Reservoir Park
- c. RFD 025-2025: Computer Network Architecture Design and Installation
- d. IR 012-2025: Dog Control & Sheltering Update
- e. IR 013-2025: Facilities Needs Assessment

## **7. CAO Report**

## **8. Committee Reports (Internal)**

- a. Accessibility Advisory Committee
- b. Equity & Anti-Racism Advisory Committee
- c. Planning Advisory Committee (*verbal report*)
- d. Source Water Protection Advisory Committee
- e. Town and Gown Committee

## **9. Committee Reports (External)**

- a. Grand Pre & Bishop Beckwith Marsh Bodies (combined meeting)
- b. Wolfville Business Development Corporation (WBDC)



10. **Public Input / Question Period**
11. **Adjournment to In-Camera Meeting under *section 22(2)(e)(c) and (db) Of the Municipal Government Act.***
  - a. Contract Negotiation
  - b. Personnel Update
  - c. Code of Conduct Complaints Proceeding to the Investigation Stage.
12. **Adjournment of In-Camera Meeting**
13. **Regular Meeting Reconvened**
14. **Regular Meeting Adjourned**



## AVRL Backgrounder: Library Funding Formula, April 2025

### Facts About AVRL Usage

- 11 locations in West Hants, Kings, and Annapolis Counties providing 375 open hours weekly.
- Between 2009 and 2024, AVRL circulation has increased by 30%; population has increased by roughly 10%. This number doesn't include other measures of use like programs, technology, or use as a community space/hub.
- In 2023-24, 1 in 5 Annapolis Valley residents has used their card in the last 2 years.
- Municipalities are investing in libraries: all 11 branches renovated or rebuilt since 2000.
- Internet connectivity is a priority: over 300,000 hours in 2023-24, a 20% increase in usage over the last 2 years.

### AVRL Challenges

- The Bank of Canada calculates inflation at 43% from 2009 to 2025. AVRL funding has only increased 10%.
- Wages are extremely low; demographic and labour force changes mean that current model of staffing and salaries is unsustainable. AVRL is having significant difficulty in finding and retaining qualified staff.
- Roughly 60% of the staff has turned over since 2022; low wages are contributing to lack of retention.
- Amid the financial and labour challenges, there are continuing calls for increase in services: bigger collections in more formats, more programs, and additional duties for staff (technology and helping vulnerable people).

### Service Impacts

To date, AVRL has had to make the following reductions to be able to operate within budget constraints:

- 2015 to 2024: eliminated 12 full-time jobs to meet inflation. Elimination of 5 full-time positions since 2023.
- 50% reduction in programming as of 2024; only core literacy and technology programs remain.
- Elimination of the bookmobile service, and the department in charge of programming and partnerships.
- Deficit budgeting starting 2023-24 and continuing in 2024-25 and 2025-26.

### Additional Impacts 2025-26

Without its portion of the emergency \$1.6 million requested from the Province for 2025-26, the impact on AVRL will be:

- 2024-25 budgeted deficit was \$123,500. Real deficit will be \$0 due to additional staff resignations/gapping, loss of service to community.
- 2025-26 budgeted deficit is \$245,000 without any wage increases, and without adjusting for the minimum wage.
- Adjusting wages to include the increase to minimum wage will represent another \$280,000; the total potential deficit would be \$534,000. AVRL Board could operate at the current level of service for 2025-26 without further reductions. It would not be able to do so as of 2026-27.
- Continuing all cuts as above.

### Library Funding Formula

Regional libraries in Nova Scotia are funded by operating grants from the Nova Scotia Government (Communities, Culture, Tourism and Heritage) and municipal governments. In the 8 rural regions (non-HRM), the split is 71% Provincial, 26% Municipal, 3% Library Board. The amount each pays, and the total, is determined by the provincial government in a 5-year Funding Formula. The current formula is for April 1, 2020 – March 31, 2025. The formula does not include any annual increases for inflation or other service increases. The 2020 increase was the first increase to funding since 2009. Since then, one-time relief grants have been provided in 2023, 2024 and 2025. **AVRL's base budget under the current formula is \$2,701,175.**



## AVRL Backgrounder: Library Funding Formula, April 2025

### Working towards a new formula:

In 2024 the province formed a Library Funding Review Committee to bring forward recommendations for an updated formula. The Committee was comprised of government officials (CCTH and Municipal Affairs), Library Board members, Municipal Councillors, Municipal CAOs, and Regional Library CEOs from across the province. Research was carried out in the top priority areas of staff salaries, collections, and technology. An independent consulting firm was hired to carry out a comparison between the job duties and education/skills of Nova Scotia library salaries to those in government and other libraries, across Nova Scotia and Canada. Below are the results for Annapolis Valley Regional Library.

Job Category	AVRL Wage 2023-24		NS Library Salary 75 <sup>th</sup> Percentile 2023-24		Cdn Public Library Wages 75 <sup>th</sup> Percentile 2022, 2023	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
Library Clerk	<b>\$19.43</b>	\$35,363	<b>\$21.98</b>	\$40,006	<b>\$29.17</b>	\$53,089
Technician	<b>\$21.64</b>	\$39,385	<b>\$26.36</b>	\$47,966	<b>\$32.03</b>	\$58,295
Library Supervisor	<b>\$27.18</b>	\$49,468	<b>\$33.69</b>	\$61,316	<b>\$59.37</b>	\$108,053
Senior Manager	<b>\$42.25</b>	\$76,895	<b>\$45.65</b>	\$83,088	<b>\$73.76</b>	\$134,243

The Library Funding Review Committee reported their recommendations to government in September 2024. Several options were provided but all included increases in salaries, collections, and technology. The Committee also warned of the effects of “no increase” or “status quo” in funding and how it would severely impact libraries across the province.

### Provincial Budget 2025-26

There was no increase in the 2025/26 provincial budget for public libraries. We are unsure of the future of the Funding Formula recommendations. Library Boards have submitted an emergency request to Communities, Culture, Tourism and Heritage to reduce harm to the library systems in this fiscal year. While disappointed we are hopeful there will be a resolution that recognizes the important role libraries play in communities.

### Community Uses of Libraries

Libraries are places where people go because they hope to improve their lives. Public libraries are welcoming, accessible spaces that bring people together and are important partners in supporting key determinants of health – making sure everyone has access to reliable and accurate information, staff who can help you navigate questions, entertainment, lifelong learning opportunities, early literacy development, or just a safe place to be. They are community hubs that are in high demand and we want to be able to provide the services that our communities are asking of us.

### Broader Public Library Impacts

- Average ROI of public libraries is 6:1 – AVRL direct impact/efficiency in the realm of \$17 million annually.<sup>1</sup>
- A 1% increase in adult literacy rates could become worth \$67 billion in economic output for Canada.<sup>2</sup>
- Social Impact of Libraries – in 2023 Toronto PL was able to measure emotional, intellectual, creative and social impact; showing that the library creates a strong sense of wellbeing and focus for users; provides a vital and dynamic learning environment for personal and professional growth; helps people gain new skills and acting as a catalyst for inspiration; and providing a welcoming and inclusive environment that fosters connections and helps build community.<sup>3</sup>

<sup>1</sup> Canadian Urban Institute, “Overdue: The Case for Canada’s Public Libraries” (2023)

<sup>2</sup> Canadian Urban Institute, “Overdue: The Case for Canada’s Public Libraries” (2023)

<sup>3</sup> Seismonaut for Toronto Public Library, “Enabling Torontonians to grow and thrive: the social impact of public libraries” (2023)



# ANNAPOLIS VALLEY REGIONAL LIBRARY

## ANNUAL REPORT 2024-2025

### Updates from the CEO and Board Chair

2024-25 continued to be a busy year at the Library – in fact, Summer Reading Club 2024 was our busiest ever, with over 2,000 participants and over 2 million minutes read! And over 2,500 new cardholders registered this past year, a 10% increase that means over 25,000 Valley residents are active library members.

As we look forward into the future, it's also helpful to check in with the past. From 2009-2024, book checkouts in the Valley have increased 30%, while the population has increased by 10% over the same period. It's thanks to you, the public, for continuing to make AVRL such a vibrant place. In 2025 we are looking forward to renewed funding support from the Province and municipalities so that we can continue to support our communities with improved services and programs.

Stay tuned for what comes next!

Julia Merritt, Chief Executive Officer



AVRL is a reflection of the changing times we are all experiencing. Following the provincial election in November, AVRL Board welcomed 5 new municipal appointees, all of whom bring a wealth of knowledge and interest in the issues that affect their municipalities and the role AVRL plays in the lives of the people in their communities.

Over 800 people contributed to AVRL's 2024 Community Consultation, strongly reinforcing that our libraries are community hubs where people go with hope to improve their lives; where welcoming, safe and accessible spaces bring people together; where everyone has access to reliable and accurate information, staff to help navigate questions; and where entertainment, lifelong learning opportunities, early literacy development happens. The Board looks forward to implementing a renewed strategic plan in 2025 to grow the services that our communities are asking of us.

Janet Ness, Chair

NEW USERS

**3,723**



ACTIVE USERS

**25,529**

TOTAL PROGRAMS

**1,465**

PROGRAM ATTENDANCE

**8,698**







# ANNAPOLIS VALLEY REGIONAL LIBRARY

ANNUAL REPORT 2024-2025



## Highlights

- Over 800 people contributed to the Community Consultation in Fall 2024. This feedback will form the basis of the Library's new strategic plan in 2025.
- Summer Reading Club was a banner year, with 2,315,459 minutes read and 2,095 registered participants, both numbers more than double the amount in 2023. Programs took place in all 11 branches equitably.
- 25,529 active members means almost 1 in 4 residents in the Annapolis Valley are actively using their library card.
- In 2024, AVRL eliminated the 5-6:30pm closures for continuous service on open days. This increased the hours at Bridgetown, Lawrencetown, Middleton, and Port Williams.
- The Wolfville Branch community fundraising kicked off with 3 sold-out performances of *Murder By The Book*, a community theatre play.

DIGITAL ITEMS BORROWED

**130,397**

TOTAL ITEMS BORROWED

**759,399**

PUBLIC COMPUTER ACCESS (HOURS)

**20,820**

WIRELESS USAGE (HOURS)

**213,579**

## REQUEST FOR DECISION -2025

Title: Support for volunteer-led Reservoir Park project  
Date: 2025-06-03  
Prepared by: Mark Fredericks, Senior Planner  
Contributors: Devin Lake, Director of Planning & Public Works

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## SUMMARY

### Volunteer-led Invasive Species Removal and Native Planting in Reservoir Park

This report highlights the ongoing success of a local volunteer group (Friends of the Wolfville Trails, Blomidon Naturalist's Society) dedicated to biodiversity restoration in Reservoir Park. Since 2023, this group has been assessing and actively removing invasive species and replanting native trees and understory vegetation. The group is now seeking to expand their impact and will be applying for funding through the Federation of Canadian Municipalities' Green Municipal Fund (GMF), which requires a 50% matched contribution from the municipality. Their funding request is for \$50,000 total, with \$25,000 needing to come from the Town. This can be distributed over three years (2025–2027) which would be approximately \$8,333 per year.

Staff recommend including these amounts in the forthcoming Tree Policy Implementation budgets (as part of the Parks budget). For 2025, the contribution is intended to come from the \$20,000 that was allocated for the general Tree Budget. If the GMF application is not successful, the Town's contribution will not be required, and alternative support can be explored to enable this group to continue their important work in Reservoir Park.

### DRAFT MOTION:

THAT COUNCIL APPROVE THE FUNDING REQUEST FOR \$25,000 OVER THREE-YEARS TO SUPPORT THE VOLUNTEER-LED INVASIVE SPECIES AND NATIVE PLANTING PROJECT IN RESERVOIR PARK, CONTINGENT ON MATCHING FUNDS FROM THE FEDERATION OF CANADIAN MUNICIPALITIES' (FMC) GREEN MUNICIPAL FUND.



## REQUEST FOR DECISION -2025

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### 1) CAO COMMENTS

The CAO supports the recommendation to partner with the volunteer group, as this initiative aligns with the Town's environmental sustainability goals and leverages external funding opportunities. It also strengthens community engagement and stewardship of natural spaces.

### 2) LEGISLATIVE AUTHORITY

The Town has the authority to provide financial support for environmental initiatives that are supported by its Municipal Planning Strategy (MPS), which establishes a framework for all forms of development within a municipality (MGA 213 (b)). Environmental Protection is a Statement of Regional Interest in the MPS, and a common theme throughout the document to protect and enhance the Town's environmental sustainability, which this project is directly related to.

### 3) STAFF RECOMMENDATION

Staff recommend that COW approve the draft motion as presented, to support the Reservoir Park project through a matched financial commitment of \$25,000 over three years, subject to the successful receipt of GMF funding.

### 4) REFERENCES AND ATTACHMENTS

- Municipal Planning Strategy
- Attachment 1 - Reservoir Park Funding Request
- Attachment 2 – 2024-year end progress report

### 5) DISCUSSION

The Reservoir Park volunteers have demonstrated significant commitment to improving the park's ecosystem services through manual removal of invasive species such as glossy buckthorn and multi-flora rose, followed by the reintroduction of native species including red oak, sugar maples, white pine and a variety of native shrubs and ferns. A full report of their 2024 season is included in the attachments which outlines the number of invasives removed, and the number of native trees planted.

These efforts have made a visible improvement to forest health and following the 2024 season, this group organized a successful Earth Day tree-planting event with the Town in April of 2025, where dozens of community members, including young families were engaged to plant over 30 additional native trees in this park.

## REQUEST FOR DECISION -2025

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To build on this momentum, the group is applying for funding through the Green Municipal Fund (GMF) which is one funding stream of the federal *2 Billion Trees* commitment. Part of this application process requires a supportive motion from the municipality as well as a financial commitment that would match the GMF amount. The group is applying for \$50,000 total with 50% needing to come from the Town, over three years.

### 6) FINANCIAL IMPLICATIONS

A total of \$25,000 will be required from the Town over three years, broken down as follows:

- **2025:** \$8,333
- **2026:** \$8,333
- **2027:** \$8,333

Staff recommend including these amounts in the forthcoming Tree Policy Implementation budgets (as part of the Parks budget). For 2025, the contribution is intended to come from the \$20,000 that was allocated for the general Tree Budget. If the GMF application is not successful, the Town's contribution will not be required, and alternative support can be explored to enable this group to continue their important work in Reservoir Park.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Community Wellness

### 8) COMMUNICATION REQUIREMENTS

- David Steele and Jennifer Uhlman – Blomidon Naturalist Society

### 9) ALTERNATIVES

Council may approve the draft motion or not.

April 11, 2025

Wolfville Town Council  
359 Main St.  
Wolfville, NS  
B4P 1E1

Dear Council Members,

The Blomidon Naturalist's Society's adjunct group, Friends of the Wolfville Trails, endeavours to continue the progress of our reforestation work completed in 2024 at Reservoir Park.

During the 2024 pilot year, volunteers removed invasive plant species from approximately 1,100 m<sup>2</sup> of the park's woodland, and reforested the area with native trees, shrubs and ground cover plants representing 20 different species. This work augmented the overall health and sustainability of the forested area, as the new plants create critical habitat for many native species. Our intent is to carry on this work in 2025 and for years to come.

Canada's 2 Billion Trees Commitment aims to mitigate the dual crises of climate change and biodiversity loss. The Green Municipal Fund (GMF) stream offers the opportunity for municipalities to play a role in this critical step forward. GMF provides financial and strategic support to municipalities for sustainable and resilient solutions to local climate needs and biodiversity support.

We are asking Town Council to consider funding 50% of this project (\$25,000 by 2028), so that we may qualify for the minimum grant amount of \$25,000. GMF can grant 50% of a project's total budget, with a minimum total budget requirement of \$50,000. If awarded, the grant would be disbursed in 3-4 allotments over a 3-year period, totalling \$25,000. Per the GMF framework, planting occurs in the first two years (fall 2025 – fall 2027) with the following year (up to fall 2028) dedicated to tree maintenance and survivorship. The application deadline for fall 2025 funding is now Early July, 2025. One essential piece of our application is confirmation of financial support from the Town of Wolfville.

Healthy forest ecosystems can be home to thousands of native organisms, hold spiritual significance within Indigenous cultures and contribute to the well-being of local residents. Native trees and shrubs are habitat for native insects (a single tree can support hundreds of species of caterpillars), thus upholding populations of native birds and mammals, as well as the soil biome. Flowering native trees and shrubs also support native pollinators, thereby facilitating essential plant reproduction, a key feature in holistic forest ecosystem health.

Reservoir Park and some areas along the Millenium Trail have infestations of invasive species, particularly glossy-leaf buckthorn, multiflora rosa and Norway maple, none of which support our local fauna. The prolific spread of these species out-competes many of our native species for space and nutrients. Thus, clearing of these 3 species was a vital first step in the 2024 pilot year, prior to the reforesting efforts.

As just 5% of plants in a habitat support 70 to 75% of the biodiversity, careful species selection is extremely important to achieving our goal of bringing more native species to Reservoir Park. Our planting plan for 2025 has been reviewed by a coach from Tree Canada. Tree and shrub species have been selected with deliberation and attention to the geography and soil conditions of the park. Species are consistent with Wabanaki-Acadian Forest composition (our native mixed forest biome), and are climate adapted to an increasing wind regime. Priority has been given to red oak, red and sugar maples, white pine and yellow birch. Wetter areas were selected for willow, river birch and riparian shrub species. Shrub and ground cover plants were selected such that abundant flowering will be present throughout the season, thereby providing continuous pollinator foraging habitat, while adding visual interest for visitors to the park.

Site analysis (i.e. soil & growing conditions), site preparation techniques and stock selection are among the other factors reviewed by our Tree Canada representative. We intend to acquire the majority of our tree stock from Baldwin's Nursery in Falmouth, a reputable provider of native plant species. Tree survivorship is the focus of the third funded year, and we are confident that we are set up for success.

Financial support from the Town of Wolfville and GMF would allow us the opportunity to greatly increase the reforested area in the coming years. Larger forested patch sizes tend to support a more diverse range of species, as they offer more varied habitat niches. A variety of native bird and insect species occupying the space would no doubt add to the allure of the well-frequented area. The funding would also enable us to plant 225 trees and 122 shrubs from 2025-2027, a significant increase from the 114 total plantings from 2024. A mini excavator at \$120.00/hr would also be possible. It can create approximately 10 planting holes per hour versus the 30-45 minutes it takes to manually dig these holes by volunteers and remove large tree-sized Buckthorn clumps in mere minutes.

Your consideration of our project is much appreciated.

With gratitude,

Jennifer Uhlman and David Steele

Jennifer.Uhlman621@gmail.com

On behalf of Friends of the Wolfville Trails, Blomidon Naturalist's Society

## REQUEST FOR DECISION 023-2025

Title: Off leash approach for Reservoir Park  
Date: 2025-06-03  
Prepared by: Barb Shaw, Manager of Communication & Strategic Initiatives  
Contributors: Kaden Thibault, Community Compliance Coordinator  
Maren Schmidt, Community Compliance Officer

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## SUMMARY

Over recent years, the Town of Wolfville has seen a rise in complaints about off-leash dogs in Reservoir Park. While the Dog Control Bylaw permits dogs off-leash if they remain under voice control—a term clearly defined to mean the dog must respond reliably to verbal or sign commands—several concerning incidents have drawn attention to shortcomings in this approach. In the summer of 2024, an emergency room physician reported treating three dog bite cases from the park, prompting Town staff to assess the situation more closely. Observations, consultation, and community engagement were launched to assess the issue in the context of this popular and diverse public space.

Between April 25 and May 23, 2025, the Town gathered over 250 responses from community members through various engagement channels. The feedback revealed that while dogs displaying aggressive behavior were not the norm, many negative interactions stemmed from dogs that were not under voice control. Issues like dogs jumping on people, chasing joggers, swimming near others, or knocking down individuals with mobility challenges contributed to a sense of unpredictability and, in some cases, injury. Equally troubling were the reactions from some dog owners, whose lack of empathy or lack understanding of their responsibilities while their dog was off-leash, often exacerbated tensions. Families reported that repeated encounters were causing children to fear dogs, undermining the park's welcoming atmosphere.

In response, staff have proposed a set of balanced measures prioritizing both safety and shared use of Reservoir Park. In summary, those measures would include:

- Beginning August 1, 2025, dogs will only be allowed off-leash between 7 p.m. and 10 a.m. Leashes will be mandatory during the rest of the day.
- Enhanced signage, a public education campaign, and increased patrols will help reinforce expectations and improve reporting of incidents.

This one-year pilot will be monitored, with another round of engagement scheduled for May 2026 to assess its effectiveness. The Town emphasizes a community-led approach, aiming to maintain Reservoir Park as an inclusive and enjoyable space for everyone.

## DRAFT MOTION:

That Council support a time of use restriction, as permitted by the Dog Control Bylaw, that would **require all dogs in Reservoir Park to remain on leash between 10am and 7pm daily.**

## REQUEST FOR DECISION 023-2025

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### 1) CAO COMMENTS

The residents of Wolfville take pride in the Town's parks, trails and green spaces, using them extensively for many things individually or with their friends and families. Many residents also have a deep love and affection for dogs, which we see in everyday activity throughout Town. Part of the Town's role in providing safe public spaces is to reduce the prevalence of conflicting or potentially dangerous interactions.

When approaching this work, staff have tried to find a reasonable option so that all people and pets feel welcome and safe in Reservoir Park. While there will be some park users who feel they are experiencing a loss of access, staff hope that the increase in safety will benefit everyone.

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

[Dog Control Bylaw, Chapter 16](#)

### 3) STAFF RECOMMENDATION

That Council adopt the proposed motion.

Staff further recommend that the suggestion of dog training classes be explored as a recreation offering.

### 4) REFERENCES AND ATTACHMENTS

Appendix A – What We Heard

### 5) DISCUSSION

Over the past years, the Town has noted an increase in concerns and complaints raised about off leash dogs in Reservoir Park. Off leash dogs are currently permitted in the park but as noted in our Dog Control By-Law, only if the dog remains under voice control of their owner.

“Voice control” is defined in Wolfville’s Dog Control Bylaw, and means the dog’s behaviour is under verbal or sign command at all times, regardless of distractions.

In the summer of 2024, an emergency room physician at Valley Regional contacted staff to share a concern about off leash dogs in Reservoir Park. The physician provided care, on three different



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occasions, after humans were bitten by off leash dogs in the park. The CAO was notified and staff started considering what steps could be taken to make safety a top priority in the park.

Staff started observing activity in the park, consulted with the SPCA and started reviewing best practices for dog parks. Councillors also began to express concern for what they were observing and anecdotal reports they were receiving about negative interactions in the park. From April 25 – May 23, an engagement cycle ran where people were invited to share their experiences and suggest ideas to improve safety in what has come to be regarded as Wolfville’s most loved Park.

The engagement cycle was advertised on the Town’s website, on social media, on signage in the park, it was discussed at Council meetings and word of mouth also helped generate over 250 responses through Wolfville Blooms and through emails and phone interviews. Park users shared their stories with honesty and empathy. Their suggestions were thoughtful and well considered. What we heard from this engagement is included in Appendix A.

From this engagement cycle, and additional staff work, we are now better equipped to offer a summary of the current concerns in the park as well as some suggestions for increasing feelings of both safety and inclusion.

### Engagement findings

Reservoir Park is well used by people of all ages and abilities to roll, stroll, run, swim, mountain bike, play games, sunbathe, fish, adventure, learn, picnic, meditate, nap and this all happens while dogs are permitted to be off leash, albeit with the requirement of remaining under voice control of their owners.

Engagement results suggest that while there have been some situations where dogs have been aggressive, most negative interactions between people and dogs, or between dogs and dogs, have happened when dogs were acting dog-like, but in no way, under voice control of their owners.

Things like dogs running up to people, jumping on people or other dogs, wet dogs shaking off water on people, dogs chasing people, dogs swimming close to swimmers, and lots of dogs running around the park, far away from owners, have caused concern. None of these occurrences mean a dog is aggressive or dangerous but it strongly suggests the dog is not under voice control of the owner.

When these situations occurred, there was often a reported response that did not show empathy from dog owners but rather a “too bad, it’s a dog park,” attitude. This did not help resolve feelings of upset or the perception of danger between park users when something unwanted and unexpected occurred.

## REQUEST FOR DECISION 023-2025

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More concerning situations were reported by folks who run or jog in the park. These were the people who reported injury, including bites, from off leash dogs. This is likely a prey drive response and again, an indication that dogs are not under voice control of their owners. Injuries were also reported by folks who had mobility issues after they were knocked down by exuberant dogs in the park.

Numerous stories were also shared about young children from families that love dogs but after repeated, negative experiences with off leash dogs in the park, the young children were starting to act fearful of dogs. There were also stories shared that suggest off leash dogs were jumping up on strollers.

### **What Can Be Done to Make Reservoir Park Safer and More Accessible for All Users?**

Engagement feedback indicates that folks are looking for enforcement in the park, but in the opinion of staff, enforcement should be a last resort, and only when efforts by all participants have been unsuccessful. Enforcement, for the most part, is reactive so staff are seeking a more proactive approach.

Staff understand that education is an important starting point ensuring that those who let their dogs off leash understand the shared expectation that the dog will remain under voice control. This means no jumping on people, chasing and biting joggers or stealing food from picnickers. If a dog cannot remain under voice control, then a leash must be used.

In addition, engagement feedback suggests time of day usage may be a way to work through this concern. Based on reported use of the park, staff suggest limiting the hours that dogs are permitted to being off-leash in Reservoir Park. It is recommended that dogs be permitted off-leash, and by extension under voice control, after 7pm and before 10am each day. During that time, all park users will need to acknowledge that there may be an increased risk for unwanted interaction. Between 10am and 7pm daily, all dogs in Reservoir Park would be required to be leashed.

Staff will also work to improve signage in the park to communicate expectations around behaviour and understanding of the privilege and limitation of dogs being off-leash, launch a public information campaign and help everyone understand what to do if there is a negative interaction – like exchanging contact information and reporting incidents. Staff will also increase patrols of the park for the purposes of public education and enforcement.

Staff propose this change take effect on August 1, 2025, and remain in place for one year, to allow for monitoring in all seasons with a new engagement cycle to occur in May of 2026.

Staff appreciate the understanding shared by those who participated in the engagement cycle, sharing their experiences and based on this willingness to work together as a community, there should be a way forward so that no person, or dog, has to feel unwelcome or unsafe in Reservoir Park.

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### 6) FINANCIAL IMPLICATIONS

Signage will need to be updated in the park on a temporary and then permanent basis. The increase in park patrols may also require additional staff hours.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Community Wellness

### 8) COMMUNICATION REQUIREMENTS

Changes to off leash privileges at Reservoir Park will be communicated by staff to stakeholders in advance of the August 1, 2025, change date.

### 9) ALTERNATIVES

Council may approve the draft motion or not.

## REQUEST FOR DECISION 023-2025

Title: Off leash approach for Reservoir Park  
Date: 2025-06-03  
Prepared by: Barb Shaw, Manager of Communication & Strategic Initiatives  
Contributors: Kaden Thibault, Community Compliance Coordinator  
Maren Schmidt, Community Compliance Officer

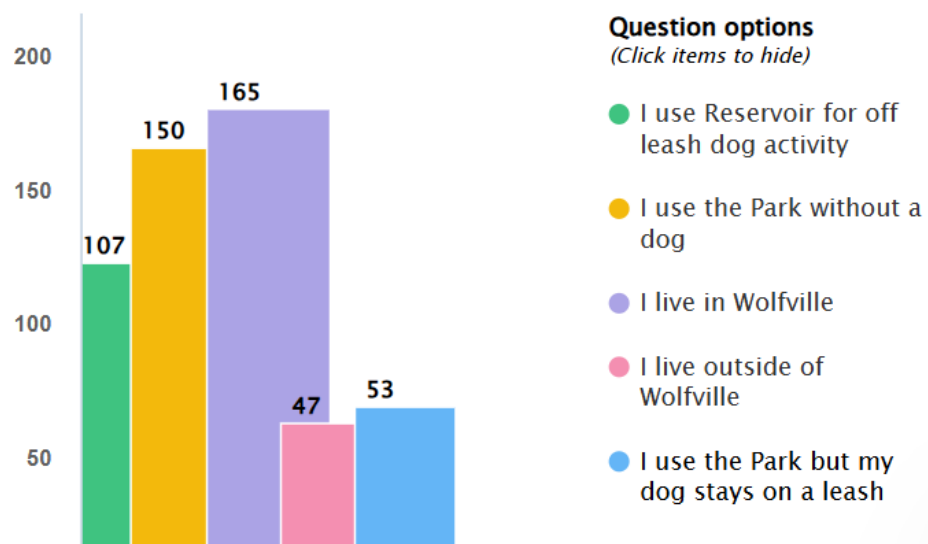
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### Appendix A – What we heard

From April 25 – May 23, the community was asked to participate in a virtual engagement cycle on Wolfville Blooms. Over 550 people reviewed the project on Wolfville Blooms and over 250 shared insights and ideas. The following information has been pulled from Blooms for your awareness.

Please check all that apply



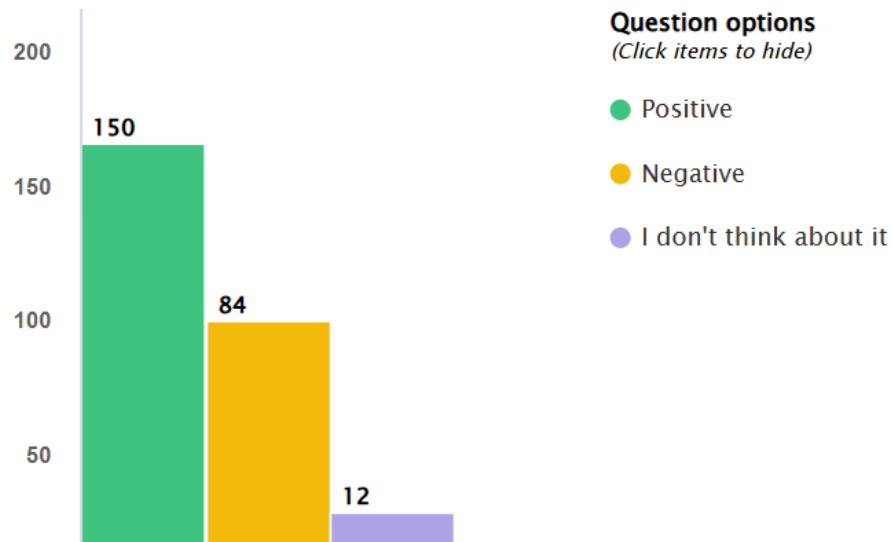
## REQUEST FOR DECISION 023-2025

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### Are your interactions with off leash dogs in Reservoir Park usually



While 150 respondents indicated their experiences were usually positive, more than half of that number suggested a negative experience. When combined with descriptions of what made the interaction negative, staff were clear that action was required in the park to create a more inclusive and enjoyable space for everyone.

**The following are excerpts taken from some of the submissions made on the Wolfville Blooms engagement site. This represents a cross section of the diverse experiences shared by park users:**

"Myself and my partner were going for a run at Reservoir Park in the afternoon, and a man was there with his large dog (off-leash). We ran past the man and his dog, and the dog proceeded to run after us, jumping up on me from behind, and biting my upper leg. The dog drew blood, and I had to spend the rest of my day in the ER waiting for treatment. I still have a big scar on my leg over a year later. The man made no verbal or physical attempts to control his dog. When I confronted him and asked him to put the dog on a leash, he said "it's an off-leash park. My dog must not like runners" and then walked away."

"I use the park for running, walking and biking and have never had a problem with dogs."

## REQUEST FOR DECISION 023-2025

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"While my daughter was walking with her preschool class, a dog came up to her and jumped on top of her, pinning her down. This experience was extremely distressing for her. She has panicked every time we've seen a dog, big or small, since."

"My child attends preschool that often uses this public space. Often they travel there daily in appropriate weather. It is a crucial part of their program and development as young children. My child has become nervous of dogs due to the experiences he has had there. Owners will use the excuse of "oh, well they are friendly" when a dog comes running full force off leash towards the children. I have been a parent that has travelled with these children on several occasions to the reservoir and each time, without fail, we have a poor dog experience and have to interfere and get between the dog and the children before the owner is able to or before the owner takes notice."

"If park users are bothered by off-leash dogs, then they should walk elsewhere. Dogs need a place where they can run free."

"My baby has had some close encounters with off leash dogs, and them getting into her face while she's sitting there."

"It is just one place of many in Wolfville where people can walk so it is not as if humans do not have options. Personally, I much enjoy meeting dogs on my walks."

"I have had several interactions where people without dogs have screamed at us to leash our dog when the dog has done nothing. The dog was walking and ignoring them. They have indicated they are terrified of dogs. I asked them if they were aware that was not only a dog park but off leash park and the only one around. If they were fearful of dogs, then maybe this wasn't the best choice."

"I have been repeatedly jumped on/approached by off leash dogs. I am a senior and struggle with balance and do not feel safe when they come towards me. One time I was jumped on by a dog and when the owner noticed that I did not like it, she defended herself by saying that it was a dog park and therefore I should tolerate her dog."

"Make it clear to park users that it is an off leash dog space and that there will in fact be dogs around and to be prepared for that."

"They'll say that the dog is friendly, but I don't care about that, and why should I believe them anyway? I don't want any dog, friendly or not, running at me or jumping on me. I've been scratched a couple of times by a jumping dog."

"I've seen dogs completely out of sight of their owners. People just do not obey the rules, and there's no one there to enforce them."



## REQUEST FOR DECISION 023-2025

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Maren Schmidt, Community Compliance Officer

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"I take my children to the Reservoir Park on a regular basis and on multiple occasions have had dogs jump on myself and children leaving us dirty and sometimes scratched, if we are having a picnic we have had dog come and steal our food with the owner too far and the dog not responding to their calls."

"My dog has been attacked at least five times at the park by off leash dogs. Luckily she is small and is easy for me to pick up. The dogs owners are often far behind their dogs and the dogs jump on me in attempts to get at my dog. I have seen dogs attack other wildlife in the park such as raccoons. I have seen dogs go into the water chasing children some who have been terrified of dogs."

"Many dogs who are off leash poop and the owner does not see it or pick it up because they are so far from their dogs. I have seen dogs attack other dogs who are off leash. If I had to guess 95% of the dogs off leash do not listen to their owners and are not able to be recalled."

"Their dog started jumping up on my four (young) son and started pawing at our dog. Their owner, watched from a distance didn't call their dog. I asked them to look after their dog, they became immediately aggressive towards me."

"Off leash dogs often sprint towards me while I go for a daily jog. Rarely do they respond to voice commands from the owner."

"Often the dogs are kind. Sometimes the dogs bark at me. Some dogs bite me as if to play, but then draw blood and keep biting. My running partner sometimes is scared when this happens and screams. I do not have dates for this, because it has been so frequent I am normalized to it."

"It became clear to me that people are NOT in control of their dogs in that park and I don't feel it is safe to walk my dogs there anymore - on leash or off. I have asked around neighbours who have dogs and they also feel it is not a safe environment for dogs and no longer take their dogs there."

"I am an avid swimmer at the reservoir throughout the summer months. I can not lay out on the grass relaxing pre or post my swim due to dogs sniffing at me or jumping over me or urinating close to me. I have never seen a dog that is completely under voice control at the reservoir, by the time the owner calls the dog multiple times the dog has come to sniff me and chased around me before going to the owner. I now lay on top of the picnic bench so as not to be scared of the dogs coming at me. Or i just swim only in and out no relaxing if i see a couple of dogs."

"Almost every time I am in the park, one or more dogs comes up to me and my (young) children. Dogs frequently jump on me or my children. My youngest is now terrified of dogs because of this. In addition and especially in winter, there are almost always dog feces directly on the trails."

"I have a negative experience with an off leash dog pretty much every time I use the Reservoir trails. I am a runner and am consistently chased, jumped on, and less frequently, bitten. This has been ongoing

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for years, when my kiddos were little and we frequent the swimming areas they have been knocked over, had food taken, and a friend's bag was peed on. The constant refrain is he/she is friendly."

### **These are excerpts from the possible solutions submitted by park users on Wolfville Blooms:**

"Keep it as an on-leash park or create specific hours for off and on leash."

"Perhaps designated hours for off leash dog walkers. If dog owners want use the park outside of those hours, they could leash the dog (s)."

"I would be fine with designated hours for off leash walking and also the requirement to leash your Dog when passing small children, bikes, and runners - which I do out of respect."

"Have off leash hours only, the rest of the time have to be on leash. Have town of wolfville take regular visits down to monitor off leash dogs and if the owners are keeping them under control. "

"Have "Off Leash Zones" within the park."

"There are lots of other places for people to go if they don't want to encounter off leash dogs. There is only one Park in Wolfville that allows people to walk their dogs off leash. It is a great, unique benefit of the town. In fact, for me it is the only reason to live here."

"I think dogs should be leashed around the swimming area especially in the summer."

"The rules of the park aren't the issue, it appears we have a bad actor or a few who assume that off leash means they aren't responsible for their dog. Making that abundantly clear might help. Leash dogs. You cannot enforce good training, and even good training can fail."

"The only safe solution is for dogs to be on leash, sadly."

"Would be nice if the park was fully fenced in so dogs cannot run off, especially with part of the trail being so close to the highway."

"May be helpful if there was an off leash area and a on leash area (fenced for separation)."

"All dogs deserve to be treated with respect especially from other dogs, having this not be a regular occurrence can create fear and other issues with dog / dog interactions. It would be smart to encourage all owners to be respectful and responsible by having this a leashed area. This will also allow others to enjoy the space as well. You never know whose dogs are good with people, kids, babies, small dogs, big dogs etc."

## REQUEST FOR DECISION 023-2025

Title: Off leash approach for Reservoir Park  
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Maren Schmidt, Community Compliance Officer

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"If full off leash privileges cannot be maintained it might be workable to designate times of day when dogs could run free under the supervision of owners."

"Cut out the risk, leash your dog."

"No dogs in the swimming areas."

"PLEASE leave it alone. It's a wonderful spot. For the people too! Treat the few episodes. Don't ruin it for everyone else."

"Dogs should not be allowed to swim in the same area where children are swimming and should be required to be leashed at the beach area."

"Additional signage for dog owners reminding them of their responsibilities might help. Please prioritize THIS space as an off-leash dog area."

"Another idea could be simply a sign that shows "here's what appropriate versus inappropriate off leash behaviour looks like" then examples: your dog doesn't jump up on people. Your dog doesn't behave aggressively and nip other dogs" etc"

"Please dont consider putting restrictions on those of us who manage our dogs appropriately. Please don't make changes without looking at the broader picture of a pleasant park experience for all citizens."

"Not allow bikes in the off leash section. We have very very very limited space for our dogs to run freely where as cyclists (myself included) have multiple options!!!"

"I would like to see a fenced area designated for dogs to play and run off leash inside this park. We have a greyhound, and they can't be off leash unless within a fenced, secure area. It should be divided into sections. One for big dogs, one for small dogs. This could also serve all dogs as an area to tire them out before transitioning to off leash within the park. Better behaved dogs are usually tired."

"Build/develop dog owners their own park."

## REQUEST FOR DECISION 025-2025

Title: Computer Network Architecture Design and Installation  
Date: COW Meeting 2025-06-03  
Prepared by: David Hopkins, Manager of Information Technology  
Contributors:

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## SUMMARY

The current IT infrastructure requires to be upgraded from a flat network architecture to a more secure segmented network approach, to improve Town network security.

This work includes various security zones to be configured with associated VLANs (Virtual Local Area Network) and new Aruba switches to be installed, as well as firewall changes. This work is necessary to create barriers between security zones. This is referred to as “Hardening” our networking environment and will make it more difficult for bad actors to infiltrate and traverse our environment.

### DRAFT MOTION:

That Council approves \$10,657.50 plus tax (\$12,149.55) to complete the work for Computer Network Architecture Design and Installation.

## REQUEST FOR DECISION 025-2025

Title: Computer Network Architecture Design and Installation  
Date: COW Meeting 2025-06-03  
Prepared by: David Hopkins, Manager of Information Technology  
Contributors:

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### 1) CAO COMMENTS

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 65

### 3) STAFF RECOMMENDATION

Staff recommends that IMP Solutions be engaged to complete the task laid out in the “Wolfville - SOW - May 2025” (attached).

### 4) REFERENCES AND ATTACHMENTS

- Wolfville - SOW - May 2025

### 5) DISCUSSION

Currently the Town’s network is in a flat configuration where all devices such as iPhones, computers, backup equipment, host and production servers, printers are attached to one wide open location. This presents a potential vulnerability if a bad actor (hacker) were to infiltrate our environment, they would have access to the entire network and all devices attached to it.

The Aruba network switches which were purchased at the end of last fiscal year, are devices that manage network traffic. These devices will be used differently than originally envisioned, following consultation with other municipal units’ IT departments. The recommendation is that these existing switches be configured as presented in the attached statement of work. This will bolster our overall security by creating virtual walls between devices resulting in a more secure infrastructure and making it harder to infiltrate.

Devices included are:

- Backups
- Computer Devices
- Guest networks
- Wi-Fi networks
- Host Server Computers
- Production Servers
- Network Administration Management network

This upgrade comes at a cost of \$12,149.55, taxes included. As this is beyond the threshold of the CAO’s approval, a decision of council is required.

## REQUEST FOR DECISION 025-2025

Title: Computer Network Architecture Design and Installation  
Date: COW Meeting 2025-06-03  
Prepared by: David Hopkins, Manager of Information Technology  
Contributors:

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### 6) FINANCIAL IMPLICATIONS

The cost of this project to come from the 2025/26 Capital budget is \$10,657.50 pre-tax, (\$12,149.55).

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No apparent links to Strategic Plan.

### 8) COMMUNICATION REQUIREMENTS

N/A

### 9) ALTERNATIVES

Council may approve the draft motion or not.





Statement of Work for

**NETWORK ARCHITECTURE DESIGN AND  
INSTALLATION**

Town of Wolfville

May 9, 2025



Submitted by:

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Email: [heather.raycroft@impsolutions.com](mailto:heather.raycroft@impsolutions.com)

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## Overview

This PROJECT STATEMENT OF WORK is made and entered into this 9th day of May, 2025 (the “**Effective Date**”)

BETWEEN:

**IMP Solutions, a division of I.M.P. Group Limited (the “Supplier” or “IMP Solutions”)**

AND:

**Town of Wolfville (the “Client” or “Wolfville”)**

## Introduction

The Town of Wolfville has engaged IMP Solutions for an Network Architecture Design and Installation project. IMP Solutions Professional Services (PS) resource will gather requirements and perform the Network Design and Aruba Switch installation in accordance with the Town of Wolfville change control methodology.

The current flat network architecture will be replaced with a more secure segmented network approach. Various security zones will be configured with associated VLANs. New Aruba switches will be installed, and Firewall changes will be necessary to allow required traffic between security zones.

The Town of Wolfville network spans three locations. Town Hall, Public works, and the Fire department. New switches have been purchased to replace devices at the Town Hall (which also services the Fire Department) and the Public Works facility. An additional unmanaged switch is located at the public works facility and will service only user workstations.

## Project Summary

Based on IMP Solutions understanding of the Town of Wolfville infrastructure, the following is a project summary of tasks. IMP Solutions will complete the following tasks during this project engagement:

- Review Current Network and documentation
- Determine the Network Future state and identify key requirements
- Planning and Design of new infrastructure (VLANs, Workflows, Wired, Wireless, etc.)
- Firewall Configuration (Including NGFW features)
- Aruba Switch Configuration
- Remote Device Install and Migration
- Post Cutover Support
- Documentation and Knowledge transfer

## Project Scope/Tasks

IMP Solutions will work with Wolfville and other related vendors to ensure the following project tasks and deliverables are met. The project is estimated at **7 days** (see high-level breakdown below).

- Project Planning and Design
- WatchGuard Firewall Review and Configuration
- Switch review and configuration
- Wireless Access Point Review and Configuration
- Hardware Deployment and Testing
- Project documentation
- Project knowledge transfer

TASK	ESTIMATED EFFORT (DAYS)
Planning/Design	1
Watchguard and Switch and Wi-Fi configuration	2.5
Hardware Deployment	1
Testing and Troubleshooting	1
Documentation, Knowledge transfer, Support	1.5

## Project Deliverables

- Completion of the above stated tasks
- Documentation

## Project Timing

The project will be scheduled during an acceptable and mutually agreed upon time between both parties. The project is estimated at **7 days**.

## Project Assumptions

1. Existing network documentation including diagrams are available for review.
2. Wolfville will assign a project resource as the main point of contact for this project.
3. Work may be performed remotely as agreed upon by both parties.
4. The IMP Solutions consultant will receive administrative access to the Client environment.
5. Work, where possible, will be scheduled during normal working hours of 8:30AM - 5:00PM. Where necessary work may be performed out of normal work hours to avoid outages, the schedule of work will be mutually agreed between the Client and IMP Solutions.
6. All communication regarding changes will be supplied by IMP Solutions to a designated Client employee who will be responsible for distributing the communication to employees. All changes will follow client's change management process.
7. IMP Solutions does not guarantee compliance with any regulatory / industry documentary requirements, unless specifically mentioned.
8. This statement of work will expire 30 days from the date listed on the cover of this document unless executed.
9. IMP Solutions is not responsible for any delays caused or incurred by other parties. Such delays may increase the time and cost of the project.

## Client Responsibilities

1. Client is responsible for promptly notifying IMP Solutions of any issues likely to impact this SOW.
2. Client is responsible for maintaining appropriate backups of all data and programs on affected systems prior to and during IMP solutions performing the service.
3. Client is responsible for providing suitable resources, working space, personnel, documentation and systems.
4. Prior to the start of this SOW, Client will identify a representative to be the Client point of contact, to ensure all tasks can be completed within the specified time period. All communications related to this project will be addresses to this point of contact.
5. Client will provide technical points-of-contact with specific skills and knowledge for each component that is within the scope of this project.
6. Client is responsible for providing Client owned or licensed copies of any Client or third-party software that IMP Solutions installs on the Client's behalf.
7. Client is responsible for any technology related support calls/ticket submission and support agreements including any incurred costs thereof.
8. Client is responsible for providing IMP Solutions with the required access to ensure project is progressing at the desired pace. If such access requires authorization and provisioning, Client shall inform IMP Solutions in advance.
9. Client is responsible for site preparation, including space, cabling and electrical requirements.

## Pricing

IMP Solutions proposes to complete the activities described in this Statement of Work on a Time and Materials basis as per the pricing provided in the following table:

CONSULTANT	ROLE	PER DIEM	TOTAL ESTIMATED EFFORT (DAYS)	TOTAL ESTIMATED COST
Dan Parr	Sr. Network Engineer	\$1522.50	7	\$10,657.50
Totals				\$10,657.50

The pricing information presented in the table is based on the following assumptions:

- Client agrees that totals above are based on IMP Solutions commercially reasonable efforts to estimate the effort required.
- IMP Solutions will advise the Client with as much notice as possible where work cannot be completed within the Estimated Effort. Formal Change Request documentation will be raised if the work required will exceed the Estimated Effort and must be approved by the Client before additional effort is expended.



- Currency is CDN
- The daily rate is based on a 7.5hr day
- Work will be performed on a Time and Materials basis
- The total cost does not include taxes applicable to the Client
- IMP Solutions will invoice Client on a monthly basis for actual time incurred
- IMP Solutions and the Client acknowledge completion of this project will require full and mutual good faith cooperation. Where agreement, approval, acceptance, consent or similar action by either party is required by any provision of this SOW, such action will not be unreasonably delayed or withheld. The Client agrees that to the extent its failure to meet its responsibilities results in a failure or delay by IMP Solutions in performing its obligations under this SOW, IMP Solutions will not be liable for such failure or delay.

## Statement of Work Approvals

**I.M.P. Solutions**

**Town of Wolfville**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## INFORMATION REPORT

Title: IR 012-2025 Dog Control and Sheltering  
Date: 2025-06-03  
Prepared by: Kaden Thibault, Community Compliance Coordinator  
Contributors: Maren Schmidt, Community Compliance Officer  
Barb Shaw, Manager of Communications & Strategic Initiatives

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## SUMMARY

### Dog Control and Sheltering

Effective June 27, 2025, the SPCA will cancel its contract with the Town of Wolfville. This report outlines the plan to transition dog control and sheltering services in-house. It includes available shelter and transportation options, staff capabilities, and upcoming bylaw changes to support responsible dog ownership.

## INFORMATION REPORT

Title: IR 012-2025 Dog Control and Sheltering  
Date: 2025-06-03  
Prepared by: Kaden Thibault, Community Compliance Coordinator  
Contributors: Maren Schmidt, Community Compliance Officer  
Barb Shaw, Manager of Communications & Strategic Initiatives

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### 1) CAO COMMENTS

This report is for information purposes.

### 2) REFERENCES AND ATTACHMENTS

- SPCA Termination Letter

### 3) DISCUSSION

The SPCA has formally cancelled all dog-related services, including enforcement and sheltering, effective June 27, 2025. In response, staff have been working to ensure alternative options and are building internal capacity to ensure the continuation of service.

Enforcement will be fully in-house, managed by the Town's Compliance team. Luckily for us, Compliance Officer Maren Schmidt brings previous animal control experience from multiple jurisdictions. Both Maren and Kaden have recently completed Dog Behavior training through the Canadian Police Knowledge Network (CPKN), along with Bite Prevention training provided by Grimmer's Canine College.

#### **Shelter and transportation update:**

A shelter in Gaspereau, ***Oops! Puppies***, has expressed interest in entering into an agreement with the Town for shelter/kenneling on an as needed basis. Transportation of impounded dogs will fall to Town Staff and ***Oops! Puppies*** have also offered to assist with transportation when necessary.

To improve long-term animal services and address gaps in the current bylaw, staff are preparing an amendment to the existing Dog Control Bylaw, to be presented to Council as the Responsible Dog Ownership Bylaw in the months ahead.

This change represents a service reduction, as the Compliance department is not a 24/7 operation. Staff are actively reviewing how after-hours emergencies will be managed moving forward. To support this transition, RCMP have been invited to be part of the conversation. Staff are gathering information on their current process when they receive dog-related calls, especially after hours.

### 4) FINANCIAL IMPLICATIONS

There are anticipated financial impacts if the Town enters into a sheltering agreement with ***Oops! Puppies***. Specific costs have not been determined at this time.

Additionally, animal control equipment (e.g., crates, leashes, PPE) will be required for Compliance staff.

The Town will be saving \$1,387.50/month with the cancellation of the current SPCA contract.

## INFORMATION REPORT

Title: IR 012-2025 Dog Control and Sheltering  
Date: 2025-06-03  
Prepared by: Kaden Thibault, Community Compliance Coordinator  
Contributors: Maren Schmidt, Community Compliance Officer  
Barb Shaw, Manager of Communications & Strategic Initiatives

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### 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Appropriate strategic direction(s) from the 2021-2025 Strategic Plan:

- Social Equity – Updating bylaws to reflect fair and consistent expectations for all residents.
- Community Wellness – ensuring safe, humane, and responsive dog control services.

### 6) COMMUNICATION REQUIREMENTS

Town staff will update the Town website and share ongoing messaging across social media platforms to ensure residents are informed.

We recognize that some residents may continue to contact the SPCA directly. To support a smooth transition, we will provide the SPCA with the new contact number so they can redirect inquiries appropriately. The RCMP will also be notified of the updated contact information.

### 7) FUTURE COUNCIL INVOLVEMENT

Council can provide input at any time.

## INFORMATION REPORT 013-2025

Title: Facility Needs Assessment  
Date: 2025-06-03  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff

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# SUMMARY

## Town Facilities Assessment

The Town of Wolfville is revisiting its previously approved plans for major facility upgrades, including a new Fire Hall and a co-located Town Hall and Library, due to significant changes in key assumptions. Notably, the Town, Kings County, and the Greenwich Volunteer Fire Department have withdrawn from a proposed merger, altering fire service plans. Additionally, imminent flood mitigation projects affecting local dyke systems will impact future facility planning due to revised flood risk. Compounding these challenges are rising financial pressures from critical infrastructure needs and asset maintenance. In response, a comprehensive Facility Needs Assessment has been incorporated into the 2025/26 Operations Plan to re-evaluate the Town's infrastructure needs with input from stakeholders.

This assessment will consider the future location, scale, and integration of Town facilities — including the Town Hall, Wolfville Memorial Library, Public Works & Community Development Building, and by extension the Rec Centre, RCMP Office, and EHS Office. The goal is to ensure Town facilities support community and service needs over the next 30–40 years, while emphasizing accessibility, cost-effectiveness, sustainability and heritage. A project manager will be engaged to review past assessments, identify data gaps, and develop facility options with updated cost estimates.

Council is being asked for input on the proposed goals and process:

- Are the goals outlined below the appropriate goals?
- Does this approach resonate? Is anything missing?
- Is there any other feedback as this work begins?

## INFORMATION REPORT 013-2025

Title: Facility Needs Assessment  
Date: 2025-06-03  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff

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### 1) CAO COMMENTS

This approach has been reviewed and endorsed by staff and stakeholders. The IR has been drafted by the CAO.

### 2) REFERENCES AND ATTACHMENTS

- RFD 064-2022 Library / Town Hall Siting Study – Follow-up
- [Withdrawal from Wolfville & Greenwich Fire Merger](#)

### 3) DISCUSSION

Town Council has previously approved various plans for new Town facilities, including a new Fire Hall and co-located Town Hall / Library. The basis of those decisions in particular have since changed. Specifically:

- The Town, Kings County and the Greenwich Volunteer Fire Department & Commission have withdrawn from a proposed merger which would have seen a new firehall built for the merged fire service, and;
- Imminent plans to raise the height of the Grend Pre and Bishop Beckwith dyke systems, along with complementary plans to complete flood mitigation work at the Wolfville Waterfront, which will change the associated flood risk to the Town.
- Financial pressure on the Town continues to increase associated with required infrastructure investment, equipment replacement, and maintenance of Town assets.

With this in mind, a “Facility Needs Assessment” was included in the Town’s 2025/26 Operations Plan. This needs assessment will see the Town work with its stakeholders to assess its facility needs now and into the future. With this information, Town Council will then be able to discuss facility priorities and provide further direction.

#### Scope Of Assessment

This assessment will review potential locations and co-location, scale, and future needs of the Wolfville Fire Department, Wolfville Memorial Library and Town Hall. It will also assess the future needs of the Public Works & Community Development Building and determine how it may contribute to the options for Town Hall. Also implicated in this work will be the Rec Centre, RCMP Office and EHS Office.

With this assessment of facility needs, the Town’s goals are to:

- Meet service / community needs for the next 30-40 years
- Create collaborative, functional, accessible and safe work & community space.
- Prioritize cost-effectiveness and limit reductions in taxable assessment.
- Promote community sustainability and heritage.

## INFORMATION REPORT 013-2025

Title: Facility Needs Assessment  
Date: 2025-06-03  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff

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### Approach

A qualified project manager will be retained to carry out the following scope of work:

- Compile, review and verify all materials that have contributed to previous decisions and any new information that has been developed since, such as:
  - o Needs assessments
  - o site assessments
  - o flood risk, traffic and parking studies
  - o population projections
  - o community trends
  - o stakeholder feedback
  - o previous RFDs and IRs
  - o etc...
- Determine if there are gaps in this existing information and address those deemed important.
- Inventory Town-owned and strategically located parcels of land.
- Update information with more recent trends where appropriate and identify where assumptions have changed.
- Look to similar sized towns and reasonable comparisons for the purpose of benchmarking.
- Begin to develop options for consideration.
- Share synopsis of work completed with internal stakeholders and partners to gather additional information and feedback.
- Identify and share synopsis of work completed with external stakeholders to gather additional information and feedback.
- Build off work completed to date and develop preliminary options for each facility, including Class D cost estimates.
- Evaluate options, develop specific recommendations, assist with prioritization, and report for further direction.

### Stakeholder Engagement

A great deal of work has been completed to date and will be the foundation on which this work will build. Town officials have reached out to key stakeholders associated with this work (Wolfville Fire Department, Annapolis Valley Regional Library, Kings County and RCMP) to share this new approach. Those stakeholders will continue to be engaged through this process so their own planning efforts can align with the Town's. Additional stakeholders may be identified as this work progresses.

In addition to the stakeholders identified above, an engagement plan will be developed to ensure that Town staff, council and residents are also included in this work.

## INFORMATION REPORT 013-2025

Title: Facility Needs Assessment  
Date: 2025-06-03  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff

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### Next Steps

Council is asked to provide feedback on the following:

- Are the goals outlined above the appropriate goals?
- Does this approach resonate? Is anything missing?
- Is there any other feedback as this work begins?

Once Council's input is incorporated, a qualified professional will be retained to manage this project as described above. The project plan will then be revised based on their expertise.

### 4) FINANCIAL IMPLICATIONS

The 2025/26 capital plan includes \$200,000 for this work. This budget does not include any facility design work. The larger financial implications relate to the future anticipated expenditures in the Town's capital plan. Replacement or renovation of multiple Town facilities will be costly and must be considered in context with all other capital needs.

The existing capital plan provides for estimated capital costs as follows (some of which is to be supported by grants from other governments and fundraising):

- Co-located Town Hall & Library:
  - \$525,000 in 2026/27 for design
  - \$9,472,000 in 2027/28 for construction
- Fire Hall:
  - \$200,000 in 2026/27 for design
  - \$4,000,000 in 2027/28 for construction
- Public Works / Community Development:
  - \$600,000 in 2026/27 for renovations
  - \$300,000 in 2027/28 for renovations

Once complete, this exercise will confirm facility intentions and provide new Class-D estimates. Based only on the difference between the 2022 and 2025 Altus Group's Canadian Cost Guide the Town can anticipate a at least a 15% increase on these estimates if built today. Consistent with previous assessments, the way the project is designed, tendered, and procured will be important to managing costs.

### 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity
- Climate Action
- Community Wellness



## INFORMATION REPORT 013-2025

Title: Facility Needs Assessment  
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### 6) COMMUNICATION REQUIREMENTS

Information on this project will be included on Wolfville Blooms. Future Council discussions will also serve to communicate on this work through IRs and RFDs. There will also be updates through the CAO Report.

### 7) FUTURE COUNCIL INVOLVEMENT

Future Council decision points will come. A better sense of timeline will be provided once a project manager is retained.

## REQUEST FOR DECISION 026-2022

Title: Library/Town Hall Siting Study

Date: 2022-04-05

Departments: Planning & Development

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# SUMMARY

## Library and Town Hall Siting Study

Staff and consultants have completed further work on the siting of a new, co-located Library and Town Hall facility. This report focuses on deciding whether the facility should be located at the existing Town Hall site or the existing Library site. A presentation at Committee of the Whole (April 5, 2022) will take Council through work-to-date and ask how Council wants to proceed with next steps. Attached to this report is the presentation/report that will be considered along with other supporting documents.

The attached presentation/report outlines a number of items for Council to consider and a recommended site is provided, primarily based on elevations above sea level and future flood risk potential.

The report includes:

- Population Projections and the 2020 Needs Assessment
- Summary of work to-date ('what we heard')
- Site Analysis and Comparison
- Recommendation and Next Steps
- Precedents from elsewhere / Inspiration (appendix)

## DRAFT MOTION:

That Council direct Staff to proceed with the planning of a co-located Town Hall and Library at the existing Town Hall site, 359 Main Street, and continue with next steps of public consultation, concept design and costing.

## REQUEST FOR DECISION 026-2022

Title: Library/Town Hall Siting Study

Date: 2022-04-05

Departments: Planning & Development

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff recommend that Council make a decision to site the Library and Town Hall at the existing Town Hall Site – primarily based on the elevation difference of the 2 sites above sea level and future flood risk potential (see 2021 Flood Risk Study and Land Use By-law).

Staff also recommend to proceed with the following next steps:

- Public Consultation on site considerations and programming at 359 Main St.
- Planning Committee, Accessibility Committee and Design Review Input
- 'What we Heard' Report to Council
- Concept Development and Class D Costing

The planning/investment readiness stage would end at this point. Fundraising and potential grants, synergies with other decisions can all be better discussed with a preferred site, concept design and costing. As we get closer to this project being built (~3 years from now) a request for proposals for a detailed design process and tender documents would proceed.

### 4) REFERENCES AND ATTACHMENTS

1. Library and Town Hall Siting Study (Fathom Studios 2022) - attached
2. Updated Population Projections (Turner Drake 2022) - attached
3. Library Needs Assessment (Library Working Group 2020) - attached
4. Wolfville Flood Risk Study (CBCL 2021)
5. Library/Town Hall Information Report to Council (February 2022)

### 5) DISCUSSION

The process and milestones to-date are provided in the February 2022 Information Report to Council. The presentation from consultants will also review this work (see attached Siting Study).

Council needs to consider next steps. Staff are proposing:

1. Work-to-date and public feedback ability created on [www.wolfvilleblooms.ca](http://www.wolfvilleblooms.ca)
2. In-person workshops on site design and programming at 359 Main Street

## REQUEST FOR DECISION 026-2022

Title: Library/Town Hall Siting Study

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3. Committee Reviews (Planning/Heritage, Design Review, Accessibility) and Comment
4. A 'what we heard report' presented back to Council with preliminary concepts
5. A final report, class D costing and building concept presented to Council and the Community

## 6) FINANCIAL IMPLICATIONS

The project planning that is ongoing has been budgeted and the outcomes will better inform the Town's 10-year Capital Budget (inevitably leading to changes to the Capital Budget during the 23-24 budget process).

## 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This policy supports the 2021-2025 Strategic Plan in the following areas:

- Economic sector growth
- Climate action
- Environmental protection

## 8) COMMUNICATION REQUIREMENTS

The next steps include various forms of communications with the community, committees, and stakeholders.

## 9) ALTERNATIVES

- Council directs Staff to consult with the public on both sites
- Council directs Staff to follow an different path than is outlined in this report

## CAO REPORT

June 3, 2025

Office of the CAO



**Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness**

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### **Welcome to new staff**

Jaimelee Chambers – RCMP Detachment Services Assistant started on Thursday, May 22.

Laura Yaroshevskaya – Administrative Assistant for the Office of the CAO started Monday, May 26.

Diana Gibson – Finance Manager started Monday June 2.

### **Recreation and Community Development**

June is Pride Month. Pride activities are planned with Wolfville School on June 4 and our Pride Walk is on June 5.

June is also Recreation Month. We are collaborating with Recreation Departments across the Valley on various activities to promote recreation

The Rec Hub “soft open” is planned for June 2, with an info session and community ride. The first official equipment loan day is June 3 continuing Tuesday/Thursday 12-6pm and Saturday/Sunday 9-5 throughout the summer. Details are here: <https://wolfville.ca/parks-and-recreation/recreation-hub>

The American Rhododendron Society Spring Convention is being held in Wolfville June 5 – 8 with a plant sale on Friday, June 7 that is open to the public. This event is supported by Community Partnership Program funding.

The Rec Centre experienced an unlawful entry and vandalism over the May 17 weekend. RCMP were contacted and have started a file, but no suspects have been identified. Entry was gained through a door that was mistakenly left unlocked. Two fire extinguishers were discharged inside the building and other minor vandalism occurred. Professional cleaning was completed, and the Rec Centre is back to normal now. Lock-up procedures have been updated and reviewed with all staff and regular users.

### **Finance and Corporate Services**

Finance is happy to announce that they will have a new member joining them on June 2 with the successful recruitment of Diana Gibson in the role of Manager of Finance and Corporate Services. Diana brings with her several years experience in a similar role with West Hants Regional Municipality.

Preparation for the year end close and audit requirements has been the major focus for the month of May and shall continue into June. With the departure of the previous Manager of Finance, Finance had requested a new date for the scheduled year-end audit, and due to the short notice, our auditors were not able to accommodate commencement of audit field work in June or July, therefore, postponing audit field work until early August.

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This field work should take approximately two weeks to complete. Following audit field work and managerial review, draft financial statements will follow through the early part of August with a goal to have the final draft of financial statements to the Audit Committee by early September and to Council at the regular September Council meeting for approval.

Initial annual tax bills were mailed out in early April, and staff will be reviewing the level of any arrears by mid-June to identify potential collection issues. Staff shall apprise the audit committee and Council of any issues.

Regular monthly variance reporting to the Management Team should start by mid July, with an eye on preparing analysis for the quarterly Audit Committee reporting later this fiscal year.

The Town's Water Utility Budget will be submitted to the NS Utility and Review Board by the end of this month, after which staff will look to receive approval from the UARB required before the Utility's Temporary Borrowing can be receive Ministerial approval from the province.

**Information Technology (IT)**

David has been working on configuring Laptops, iPads and iPhones for the new employees coming to the organization and we will soon have new Wi-Fi Access Points that provide better coverage of the Town Hall, Firehall and Public Works buildings.

IT is also working with vendors on "Hardening" our network switching environment. This will provide segregation of our network making it more difficult for bad actors to infiltrate our networking environment and working on daily activities in supporting all users and hardware.

**GIS and Asset Management**

Staff are working on an improved Asset Management framework and have engaged with the [Atlantic Infrastructure Management Network \(AIM\)](#). Understanding, and working to implement the right solution for Wolfville is the current focus. The Town has already been doing some Asset Management – coming out of completing an initial Plan in 2018.

GIS improvements continue, targeting enhanced mobile usability and field integration for assessment management and operations, support real-time visibility into asset condition.

**Planning**

The Housing Accelerator action plan implementation framework went to PAC on May 15, followed by four open house events at the Wolfville Legion to share updates on two action plan items arising out of

**Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness**

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the Plan Review work: proposed neighbourhood zoning changes and ideas for densification in the downtown.

This summer a similar pattern will follow for the other two main action areas of non-market housing and Acadia University/student housing.

**Active Transportation**

AT improvements have been completed including new lines painted in town with a green line inside the bike lane along main street. Further improvements are forthcoming for Main Street including placing bollards along the main street (20-30m spacing) to provide comfort for scooter and bicycle users. New paint markings and signage is coming to Highland Avenue in the next few weeks (early June). The AT Tender for paving a portion of the Harvest Moon Trail and other improvements closed May 30.

**Signage**

Trail signage for the harvest moon trail and millennium trail have been ordered and will be installed this spring/summer, signage is being designed for the new Recreation Hub building and new signage has been ordered for the leaf and yard waste site on Maple Ave.

**Accessibility**

A draft accessibility assessment of town washrooms has been completed by Houdini Design Architects and will be used to inform on accessibility upgrades that can be made to improve public washrooms in town, and as a tool to guide signage design for these sites.

**Active construction projects**

- 396 Main St - Grocery store expansion
- 292 Main St - 60 unit residential + commercial
- 250 Main St - 3 unit residential
- Maple Ave - 48 unit residential
- Pleasant St - 6 unit residential
- Westwood Ave - 1 unit residential
- 11 Summer St - 8 unit residential

**Applications In Progress**

- Site Plan - 120 Highland - Maritime Muslim Academy daycare/place of worship - currently under review



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- Site Plan - 123 Highland Ave - multi unit building (120 units) s2e Developments - currently under review
- Site Plan - Highland Ave - 28 units in two 6-unit buildings and two 8-unit buildings (next to #65) - currently under review.
- Site Plan - Front Street - mixed use building 5 units (*application received, but remains in-complete*)

**Urban Forestry**

- 2025 spring tree planting kicking off with 20-30 native trees added to the various streets, parking lots and parks in the next few weeks.
- Hemlock Woolly Adelgid training - Mark, Dawson and Dave Taylor +9 parks staff attending a training session in Kentville on May 27.
- Hemlock Woolly Adelgid treatment options - knowledge and equipment sharing opportunities with a new inter-municipal working group .
- Tree Policy being finalized - expect to be finalized end of May 2025 – process forthcoming to Council for adoption.
- Wolfville Watershed Nature Preserve is being assessed by the province for inclusion in the Canadian Protected and Conserved Areas Database (CPCAD).

**Parks Planning**

- Reservoir Bathroom RFP - working with DesignPoint on finalizing tender.
- Old Burial Ground fencing and trail building have been priced - implementation / scheduling next.
- Multi-use path on top of the Bishop Beckwith and Grand Pre dyke walls - upcoming meeting in June to engage farmers etc.
- Waterfront Park flood protection work - currently being surveyed, WSP to return with design options. Have registered with Evergreen Canada and the Climate Read Infrastructure Service / Centre for Better Public Space to better support this project.

**Parks Operations**

- A Stretch Tent has been ordered and has arrived to go to Waterfront Park for the summer.
  - Soccer field line painting to start soon, the ball drop nets need to be put up at Tower Field. Soccer kick-off tournament June 13-15.
  - Evangeline Playground drainage issue resolved. Installation of the dinosaur and the diggers to be done next.
  - Woodman Grove greenspace/park has been delivered a picnic table, the trail and park need to be brought into the Town's maintenance schedule.
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## CAO REPORT

June 3, 2025

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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- Bridge on the Millenium trail requires repairs, parks staff will do a rebuild expected repairs completed week of May 19.
- Crocuses for the post office have been ordered through Blomidon Nurseries to be planted for fall 2025 (to complement Alex Colville wall).
- Seasonal cleanup of historic graveyard (Old Burial Ground on Main Street) was completed.
- Seasonal garden maintenance was continued and continues through this month (Watefront, Seymour Gordon, Town hall, Town centre, Public works, Robie Tufts and other areas ).
- Aeration, winter damage repairs and overseeding was carried out through various parks
- Evangeline playground repairs and renovations have begun (slide repaired from winter damage and equipment installs begun).
- 3 week areas were mowed and whipped (these are areas that are not maintained in the weekly mowing schedule)

#### Public Works/Operations

- Core Cleanup took place May 12 & 13.
- Tuesday May 13, crews carried out a service installation at 108 Main Street.
- A trail camera will be installed at the Chimney in Robie Tufts to capture any activity from the Chimney Swifts.
- First Aid Refresher has been completed (8 staff attended). Full Day certification scheduled for May 23.
- Planning for annual Asphalt and Concrete Tender is underway and further information/confirmation of projects is forthcoming.

#### Water/Sewer/Stormwater

The Wastewater treatment plant was officially approved, and L and R Construction will soon have a construction schedule and additional communications will be forthcoming.

The Water Transmission line project is in the final design stages, and it is expected to be built this summer and fall connecting Westwood to the Wickwire Well and the top of University Avenue to the Reservoir/Treatment facility south of the 101. The Transmission line has already been constructed from the top of University to the Westwood/Main Intersection.

#### Fire Services

In April we had 16 calls for service. April saw 328 hours of training and seven meeting hours.

## CAO REPORT

June 3, 2025

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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Members voted to replace gear lockers with new modern lockers using Firefighter 50-50 monies for a total investment of approximately \$45,000.00.

The tender for the Tower 41 replacement has been awarded to 1200 degree (Techno Feu E-One). Air lifting bags, which was budgeted, have been ordered.

Discussions to renew the Inter-Municipal Services Fire Agreement are underway.

#### **Interim ISMA re: Kings Transit & Valley Waste**

The CAOs from all participating municipalities and staff associated with the Interim IMSA have been meeting regularly to prepare and recommend new governance and financial models for the ongoing operations of both organizations. Completed documentation and a request for decision is expected to be submitted to the Interim IMSA Board of Directors in early June, and if met with its approval submitted to each Council for its approval. This will likely require a special Council meeting in the later part of June.

#### **Upcoming events**

June 24 – Horton Prom Parade

July 1 - Canada Day celebrations at Willow Park

## COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: June 3, 2025

Department: Committee of the Whole

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### Accessibility Advisory Committee

Committee members met on May 12. Kevin Waters joined us as the newest member of the town's recreation staff. He shared some of his work and personal experience in the fields of accessibility, equity and anti-racism.

Barb Shaw led us through the annual information report on plan actions and noted that the only item to carry forward is the automatic door opener at the Rec Centre. It is not installed yet. The committee discussed a public awareness program and the gauging of staff abilities. Barb noted there is no HR department in the town structure, so staff are sharing information as they are able around accommodations.

Printed copies of the Accessibility Plan should be available on May 31. Meanwhile it is on the web site. A table has been booked for May 31 at the Wolfville Farmers Market to allow interaction regarding the plan.

Barb explained the implications around the second season of E-Scooters in the community. Staff are working on a regulatory framework, including spots to corral the scooters so they don't create an accessibility problem. Helmets are required and they are not to be ridden on the sidewalks. Complaints should go to RCMP.

During the 'round table' the committee discussed trail etiquette on the Harvest Moon Trail and more adaptive programming, such as sit volleyball, that might be offered by the town's recreation department.

The next meeting of the committee is scheduled for Monday, Sept. 8.

**Respectfully submitted,**  
**Wendy Elliott**

## COMMITTEE UPDATE

Title: Equity & Anti-Racism Committee  
Date: May 5<sup>th</sup>, 2025  
Department: Committee of the Whole

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### Equity & Anti-Racism Committee

- Meeting was called to order
- Regrets from Mayor MacKay, Laura Strong
- Deputy Mayor Ingham joined us for the meeting.
- Chairperson and Committee comments on special dates and events happening in May including Mental Health Awareness Month, Asian Heritage Month, Red Dress Day, Mother's Day, Convocation and some upcoming events like the HOLI, and the opening of the Community Oven.
- No Public Input however, Kevin from Parks and Recreation joined us. Kevin was introduced to the Committee and explained his role in the town, and we were delighted to have him there to share the space with us.
- Staff reports for discussion originally included three policies but as a committee we felt deep diving into one at this meeting felt better and more focussed.
- The Committee had a fulsome discussion on Policy 610-004 Street Naming and how best to update this policy.
- Great discussion on a policy that's so small makes such a big impact in the town. We talked about the role of the Wolfville Historical Society, and we had questions about their process to produce names for streets.
- We talked about the last few streets to be named, and how that process happened. We included some upcoming projects that will require names and where we see that going- maybe a move AWAY from names and more to historical buzzwords, nature related names, etc.
- There was agreement from our committee members to incorporate a component from our diverse communities in this process through input, a workshop maybe.
- Our committee asked about how other towns are moving forward with street naming, as well as Provincial policy.
- Our next meeting is scheduled for May 14h, 2025 at 430

Respectfully Submitted  
Councillor Mike Butler (He/Him)

## COMMITTEE UPDATE

Title: Source Water Protection Committee

Date: COW Meeting of June 3<sup>rd</sup>, 2025

Department: Committee of the Whole



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### SOURCE WATER PROTECTION COMMITTEE

Discussions centred around the need for land use restrictions around the well field zones.

Laura Mosher, Manager of Planning, Municipality of the County of Kings confirmed that the County would accept text amendments once finalized, and Wolfville's mapping was adopted. The province would be notified of the amendments but not directly involved. The planning application will go through Kings County Council, requiring public notification, particularly for commercial properties within the zone.

**Motion** to submit a planning application to amend the land use bylaw in Kings County to include Wolfville's well protection overlay.

Moved by Cllr. Ian Palmeter; seconded by Meghan Swanburg. CARRIED

The original Source Water Protection Plan was approved in 2008. Recent amendments, updates and revisions to the plan have been accepted by the Province.

**ACTION ITEM:** Mark Fredericks to submit to Kings County the application to amend their land use bylaw.

**DATE OF NEXT MEETING:** September 10, 2025, 2:30-4:30

Respectfully submitted

Cllr. HOWARD WILLIAMS

## COMMITTEE UPDATE

Title: Town & Gown

Date: June 3, 2025

Department: Committee of the Whole



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The last meeting of Town and Gown was held in Council chambers on April 28, 2025. The next meeting is scheduled for October 6, 2025.

### Acadia Updates:

\*The office of Industry and Community Engagement (ICE) hosted local staff and elected officials in the Huestis Pavillion where the Agri-Food and beverage labs are located. Labs were toured where some of the research and testing are being done, while also raising awareness of funding needs and future partnerships. Launchbox, a student entrepreneurial center was also highlighted.

\*Representatives from Acadia spoke to Student Housing NS about developing affordable student housing through the DASH fund initiative. A levy of \$5 per semester is supported by Acadia students, the first in NS to do so.

\* A partnership with NS department of Early Learning and Childcare and Acadia was discussed to develop a turnkey, modular 104 space childcare centre on a portion of Highland Ave.

\* Student Union update was given, introducing incoming President Yas Jawad and thanking outgoing President Yash Gahlot. Also of note, is the decline in SOT and Nuisance Party offence tickets.

CAO Horne gave updates from the Town, including a debrief from successful planning with Town's compliance, RCMP, and Acadia during St. Patrick's Day and the event formally known as "Cheaton Cup".

It was decided the working groups under the current MOU with the Town and Acadia were no longer necessary, alternately, look to review what we can more successfully partnership on in the future.

Respectively submitted by:

Jennifer Ingham

## COMMITTEE UPDATE

Title: Marsh Bodies Committee Meeting

Date: June 3<sup>rd</sup>, 2025

Department: Committee of the Whole



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Marsh Bodies Committee Meeting 14<sup>th</sup> May 2025 @ Lions Club,  
Wolfville

Approximately 20 landowners, three Nova Scotia Public Works staff and I met to discuss the dyke raising project, using the preliminary designs provided by the consulting engineers WSP.

Dyke raising will take place in three stages (lifts) over three summer periods, starting in 2026. This will allow for time-dependent consolidation of each lift and gradual decline in ground level beside the new structure.

Loss of land use resulting from the new structure was discussed. Whether the existing road behind the old structure is maintained was a common topic of discussion.

Changes in drainage patterns and efficiency were also discussed.

Next meeting date and time: Not set

Respectfully submitted on 15<sup>th</sup> May 2025

Cllr. Howard Williams

## COMMITTEE UPDATE

Title: WBDC

Date: June 3, 2025

Department: Committee of the Whole

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Meeting held May 13, 2025, in WBDC board room, 360 Main St Wolfville.

Operations have begun at the VIC, Jeremy working on continuing improvements. Off to a good start.

Plans well under way for AGM, June 10<sup>th</sup> at Troy Restaurant. Agenda sent to members.

Motion passed to move Commercial Development Reserve from restricted funds to current.

Kat presented numbers regarding social media. All are in an increasing trend.

Kat presented a lunch and learn that was very well attended. Will be looking into doing more of the next while.

Next meeting: AGM June 10, 2025, Troy Restaurant.

Respectfully Submitted

Ian Palmeter